

FLEET CLERK

GRADE: 12

FLSA: NON-EXEMPT

CHARACTERISTICS OF CLASS:

The Fleet Clerk performs intermediate clerical and administrative work for the Motor Vehicle Maintenance Division of the Department of Public Works. The work requires a reactive approach involving regular contacts within the Department and other departments, outside agencies, and vendors supplying or seeking information related to fleet maintenance. The work is light in nature under good conditions involving some mental effort and stress. The work is subject to general supervisory review and has meaningful impact on services. The incumbent is expected to exercise judgement and resolve problems independently.

EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

EXAMPLES OF DUTIES:

- Reconciles fuel daily, monitors physical inventories, orders fuel, maintains all fuel operation records, prepares monthly State fuel tax schedules, and quarterly County fuel tax schedule;
- Processes and maintains all vehicle tag and title work including making necessary trips to the State Department of Motor Vehicles offices located in Glen Burnie and Gaithersburg, Maryland;
- Maintains repair estimates files for reference to City's insurance company.
- Maintains pool records and keys inventory;
- Maintains vehicle and handheld 2-way radio inventory;
- Coordinates the disposal of City vehicles and equipment;

- Updates and maintains data records entered into the Fleet Management System;
- Maintains bid documents, agendas, and specifications;
- Assists the Shop Supervisor with parts and service acquisitions;
- Prepares, checks, and processes payments to vendors for parts and services;
- Researches parts and service cost and availability;
- Maintains all insurance claims data;
- Makes arrangements for local and out-of-town training, seminars, and conferences for senior personnel;
- Receives inquiries from employees, outside agencies, or vendors and supplies information;
- Prepares and maintains staff time and leave records;
- Performs other necessary clerical and administrative duties including record keeping, filing, typing correspondence, data entry; reviews and edits documents for discrepancies or incompleteness;
- Performs other duties as may be required.

QUALIFICATIONS:

Required Training and Experience:

Any combination of training and experience equivalent to graduation from high School and three years of administrative support, accounts payable, and/or fleet clerical operations experience. Must be computer literate and proficient in Windows 95, Microsoft Word, Excel, Access and PowerPoint. Possession of an appropriate driver's license valid in the State of Maryland.

Preferred Knowledge, Skills and Abilities:

- Knowledge of, or ability to rapidly acquire knowledge of municipal fleet operations, City government purchasing procedures, State vehicle tag and title procedures and State fuel tax filing procedures.
- Knowledge of methods, principles and techniques associated with clerical duties including research, data collection, and report preparation.
- Knowledge of, and advanced skill in the use office equipment.
- Skill in proper telephone etiquette and effective oral and written communications.
- Ability to use multi-data based computer system, networking systems, and fleet oriented software.
- Ability to carry out, with limited or no supervision, continuing assignments requiring clerical and organizational skills.
- Ability to establish and maintain effective working relationships with City employees, representatives of various government agencies, and private organizations, and the general public.